



2021 Dates to Remember

VET Delivered to Secondary Students v1

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DATE	What's happening...
Nov 2020	Online 2021 Planning Day. Restricted access to students due to COVID prevented most students have completed PTR, LLN, interview with teacher and application to enrolment process. Online enrolment forms returned to school electronic signature.
2021	
Jan 18th	Finalise online application / enrolment forms. Your student must be enrolled prior to attending classes
Jan 25th	Send Auspice schools student PTR & LLN results for assessment
Feb 9th, 10th & 11th	First day of VET DSS - Tuesday in Hamilton. Wednesday at Sherwood park. Thursday at Warrnambool and Portland. All enrolments to be finalised.
Feb 18th	Students to have their VET DSS resources paid to SWTAFE Bookshop (55648 951)
Feb 18th	All students and enrolments to be finalised for students attending VET DSS in 2021.
Feb 19th	Warrnambool 2021 Finalising day. Half day to finalise the 2021. VET DSS draft contracts sent out electronically. Run through procedures and upcoming events, discuss new programs. Plan for 2022 application to enrolment process
March 5th	Final cut off day for reimbursement of student withdrawals from SWTAFE contract.
March 9th	Supply schools final contract schedules for 2021 - Standard VET DSS Purchasing & Auspicing contract. School to check the student's carefully and note any amendments. Return signed copy to SWTAFE by March 26 th or earlier.
March 12th	Auspice schools to have Evidence of Participation (EOP) start date for all school delivered units that have been started on pre-populated proforma into SWTAFE for processing.
March 15th	Enrolment confirmation forms ready to go out to schools and TAFE personnel. (Please Check Carefully)
March 16th	Scored Assessment Plans to be sent to schools. Students requiring scored assessment are confirmed by the school. Ensure TAFE teachers are aware of all students undertaking score.
March 18th	Letters sent to Principals and Business Managers notifying of 2021 VET DSS invoice amount, and payment schedules. Including TAFE Supplement where applies.
March 26th	All signed contracts to be completed.
March 26th	Invoice schools 25% of total 2021 amount, based on students listed on the contract after March 5th. (First payment) NOTE to Business Manager via email. Payment due 9 th April
May 4th	Deadline for VET DSS enrolments on the VASS database for funding purposes. Last day for Unit 3-4 entry onto VASS
May 21st	Try a Career Day - Sherwood Campus
May 24th	Try a Career Day - Sherwood Campus
June 18th	Validation Day for Auspiced schools.
June 18th	Mid-year VET DSS reports sent out electronically only. (double check 2020 results for second year students – Missing units)



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June 25th	Invoice schools 25% of total 2021 amount, based on students listed on the contract after March 6th. (2nd Payment) Will include TAFE supplement invoice amount. NOTE to Business Manager via email. Due 10 th July
Sept 14th	Follow up SBAT any outstanding fees with departments and schools. Check Result progress – SWTAFE / School
Sept 17th	Invoice schools 25% of total 2021 amount, based on students listed on the contract after March 5th. (Third Payment). Due 1 st October NOTE to Business Manager via email
Sept	NEW PROCESS for 2022 enrolments PTR / Interview / LLN
Oct 8th	Auspiced schools: Result reminders sent out to schools for school delivered units. EOP must be on first.. Results should come in through-out year.
Oct 11th	2022 Auspicing documentation due
Oct 12th	Send Indicatives scores out Due on VASS 21st October
Oct 14th	Last week for VET DSS first and second year delivery.
Oct 16th	ALL Results must be in for processing – Auspiced Schools to have ALL results in to Pathways team. TAFE personnel are to input results through SMS. These results should be coming in through-out the year.
Oct 16th	2021 VET DSS Achievement Award nominations due.
Oct 16th	Send out scored assessment results – Due on VASS 9 th November
October 20th & 21st	Compulsory application to enrolment day held at SWTAFE for all new FIRST year students attending a SWTAFE campus. Warrnambool & Portland.
Oct 29th	Invoice schools final 25% of total 2021 amount, based on students listed on the contract after March 6th. (Final payment) NOTE to Business Manager via email.
Nov 2nd	Statement of Attainments/Scored assessment results issued to schools. Via email and mail. Will include SBAT students in partnership with SWTAFE
Nov TBC	Final date for VASS entry of VET results and VCE VET coursework task scores. Not confirmed
Nov 12th	2022 VET DSS Planning Meeting (Friday). Checking of Statement of attainments, certificate holders, enrolments form signage, collection of awards
Nov 19th or prior	Delivery of Certificates to student's home address. Copy sent to schools.